Chapter 5

Editing Your Data

This chapter explains how to enter and edit data in FACTS II. This chapter contains the following sections:

- View Grid
- Edit Screen Basics
- Entering data

View grid

Instructions

The “View grid” located on the right side of the screen displays SGL account balances and related attributes that describe the financial status of a fund symbol. Click on a quarter contained in the list of fund symbols (left of the screen) and its data will be displayed in the view grid (right of the screen) if it has data. The vertical line between the two sides of the screen can be dragged left or right to add space. Total budgetary debit and credit ending balances are displayed at the bottom of the view grid. The view grid is displayed in rows and columns somewhat like a spreadsheet. (See Exhibit 5-1.)

You can edit dollar amounts on the edit screen, by clicking once on a cell containing an amount. To add SGL accounts or change SGL attributes, you must enter the “Edit screen” by double clicking on a row of the view grid. If there is no data in the view grid for a quarter, then click on the right mouse button and “add” an SGL account. The edit screen is described in the next section of the this chapter.

You can change the width of the columns on the view grid by clicking on the black, vertical lines that separate the columns. When you click on a line, the cursor will change shape indicating that the column width can be changed by dragging the clicked mouse.

You can change the order of the columns by clicking on a column title and dragging it to a different location. When you click on a column title, the cursor will change shape indicating that the column can be moved by dragging the clicked mouse.

You can change the sort order of the information contained in the view grid by clicking on column titles. You cannot sort by two fields at the same time. The default sort order is by SGL account. (See Exhibit 5-2, which differs from 5-1 in that the sheet is sorted by Debit/Credit.)

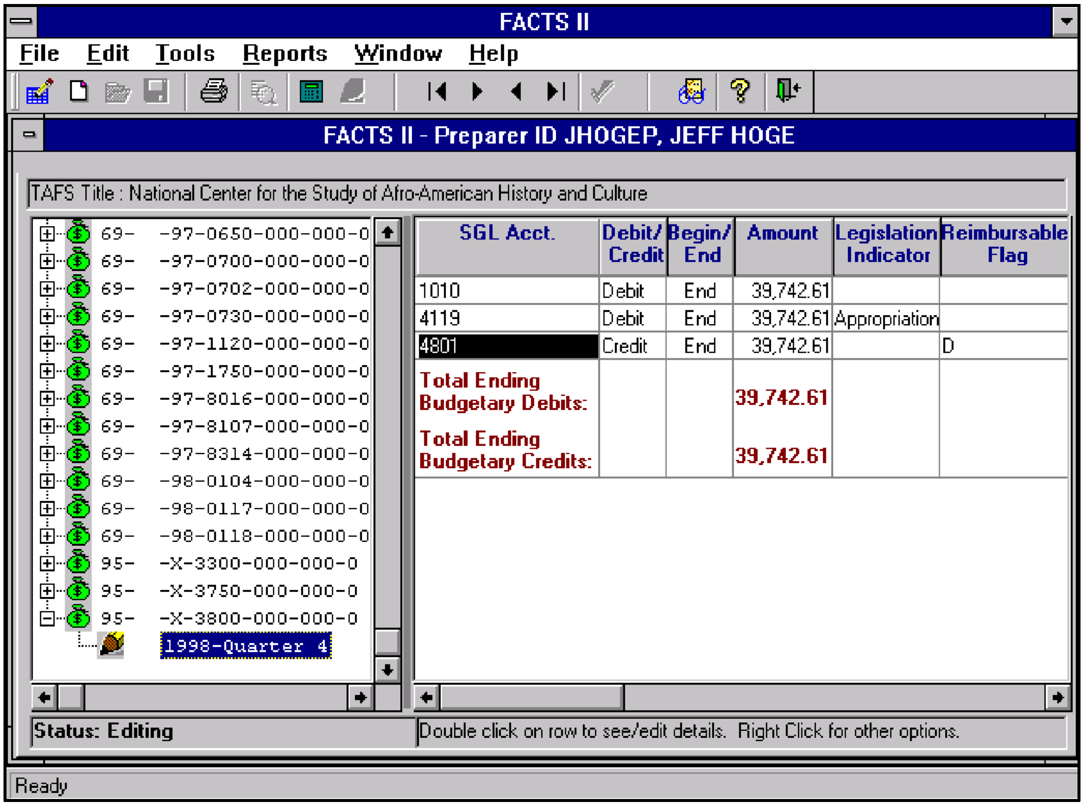

Exhibit 5-1 – View grid sorted by SGL account number.

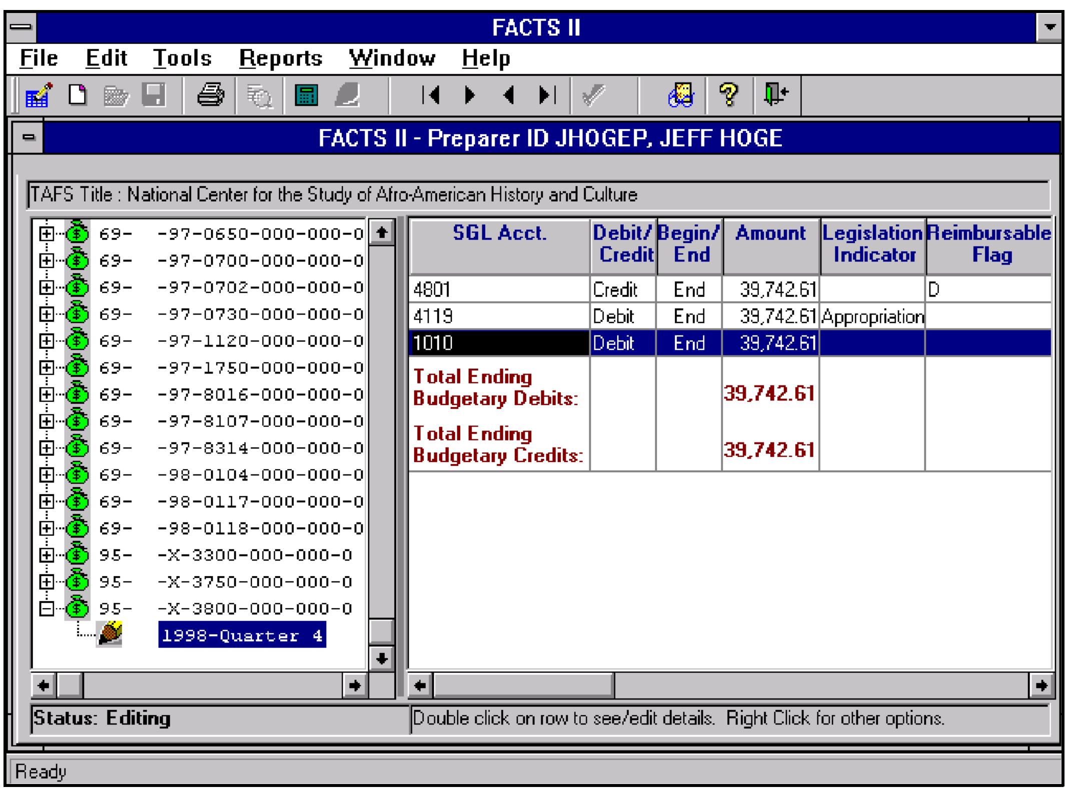

Exhibit 5-2 – View grid sorted by the Debit/Credit column. Note that credits are now shown before debits.

Edit Screen Basics

Instructions

To open the Edit Screen from the view grid, either:

-- Select one of the rows of the view grid on the right side of the screen, and double clicking with the mouse; OR

-- Click the right mouse button, and use the options to add or insert a row. (See Exhibit 5-3.)

The Edit screen has three tabs at the top of the screen. The first is the main tab for data entry (see Exhibit 5-3); the second is for footnotes (see Exhibit 5-4); and the third is for Category B apportionments.

Once data have been entered into the Edit Screen, you may:

-- Click the "OK" button to leave the edit screen and save changes.

-- Click the "Cancel" button to leave the edit screen without saving changes.

-- Click the "Add" button to save changes and proceed to the next SGL adjusted trial balance of the fund symbol that you are editing without leaving the edit screen. By using the "add" button, you will not need to return the view grid after you add each SGL account, which would take too long.

Other buttons on the edit screen allow you to:

-- "clear footnotes" associated with an SGL account;

-- copy the Treasury supplied "undisbursed balance" to SGL account "1010 Fund Balance with Treasury";

-- paste amounts that you may have in your Windows calculator (so that you do not need to type them again).

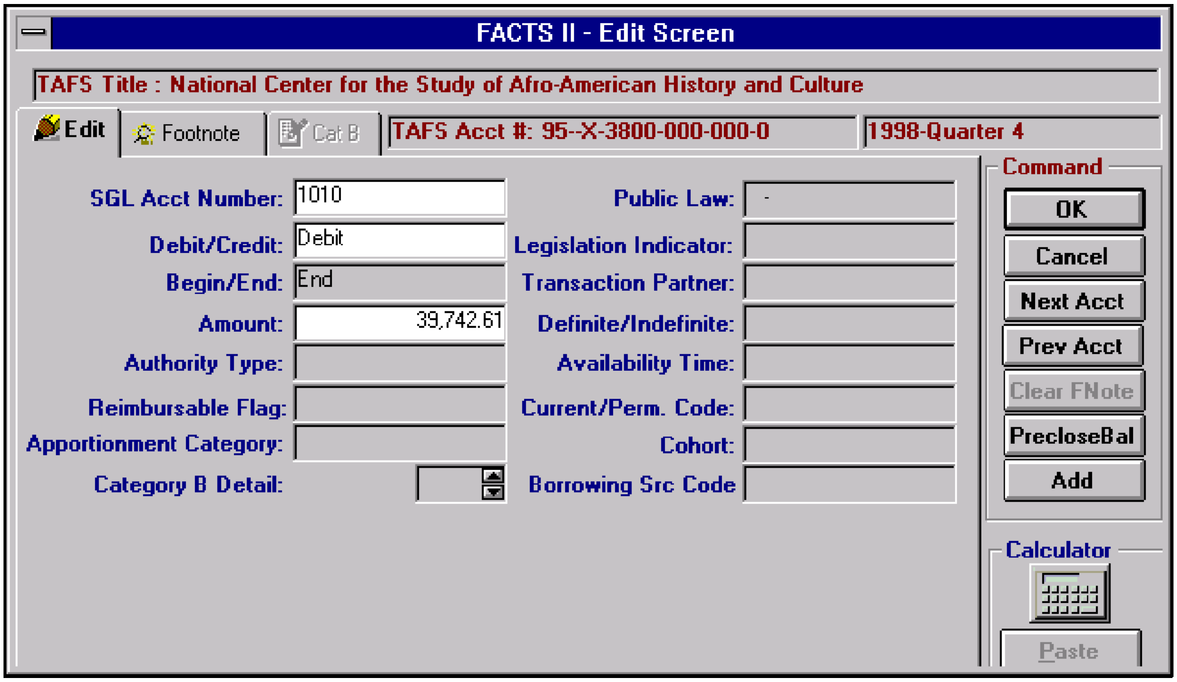

Exhibit 5-3 – Edit screen's main tab.

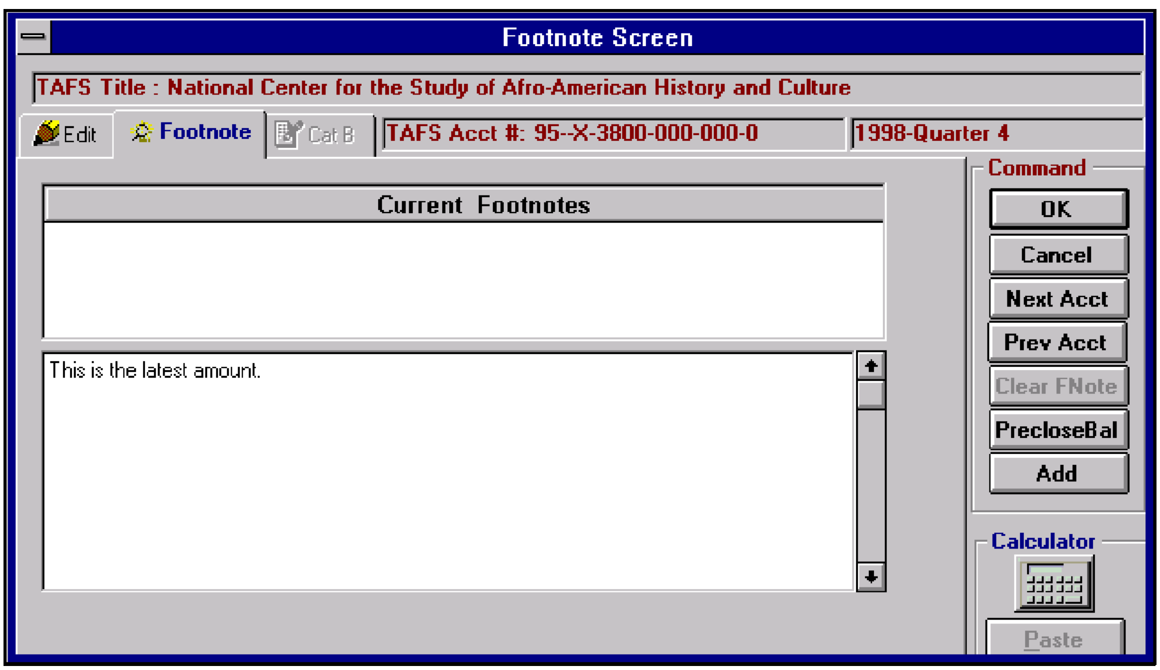

Exhibit 5-4 – Edit screen's footnote tab.

Entering data

Instructions

FACTS II collects pre-closing, adjusted trial balances by U.S. SGL accounts and attributes. When entering data you will be provided with a list of SGL accounts to choose from. It is not possible to report upon an SGL account that is not already on the list. FACTS II only provides you with the SGL accounts needed to fulfill the reporting requirements of the FMS 2108, SF 133, and the P&F schedule of the Budget. The list of SGL accounts that FACTS II collects is in TFM T/L S2 99-01, section IV, "SGL account attributes required for FACTS II reporting of detailed financial information". (See Exhibit 5-5).

After choosing each SGL account you will need to enter an amount, indicate whether it is a debit or a credit, and indicate whether it is a beginning or ending balance. In addition, for many SGL accounts, you will need to provide more information using SGL attributes. The SGL attributes that you will need to enter varies depending on the SGL account being used. To save you time, only required attributes (displayed in white) can be entered while non-required attributes (displayed in gray) cannot be entered. For example, when entering a balance for SGL account 4801, "Unexpended obligation - unpaid", you will need to indicate what the correct apportionment category is. You would use the "Apportionment Category" attribute that indicates whether the obligations are Category A, Category B, or not subject to apportionment. (See Exhibit 5-6).

Notes

Definitions of SGL attributes are contained in the Treasury Financial Manual transmittal letter number S2 99-01 (see the appendix of this user's guide for more information).

Note that negative amounts cannot be entered in FACTS II. The plus/minus sign that appears on a report (e.g. FMS 2108, SF 133) is determined by looking at the specific reporting requirement, the normal balance indicator, and the debit/credit value that you provide. For example, SGL account "4261 Actual collection of fees" is displayed on both SF 133 line 3A1 (normally positive) and SF 133 line 15B (normally negative).

Reporting Requirement	Normal Balance Indicator	Debit/ Credit	Sign
SF 133 Line 3A1	Debit	Debit	Plus
SF 133 Line 3A1	Debit	Credit	Minus
SF 133 Line 15B	Debit	Debit	Minus
SF 133 Line 15B	Debit	Credit	Plus

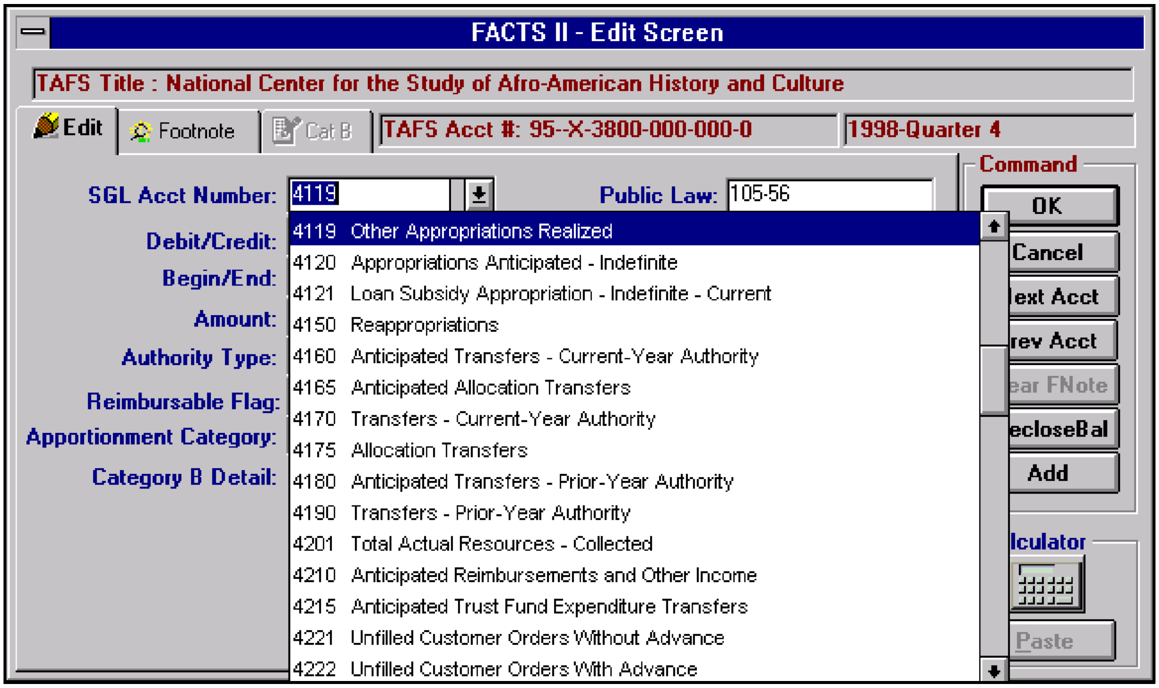

Exhibit 5-5 – List of SGL accounts. Click on the list and begin typing the SGL account number that you want to select.

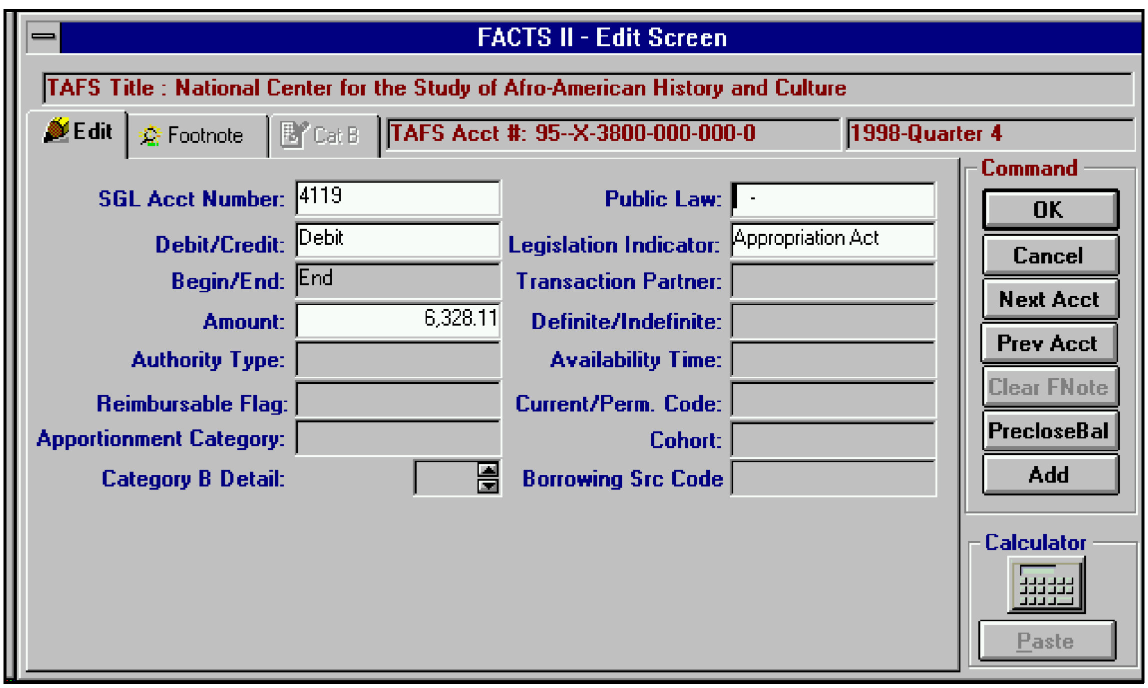

Exhibit 5-6 – White fields must be completed. Gray fields are not required and cannot be updated.

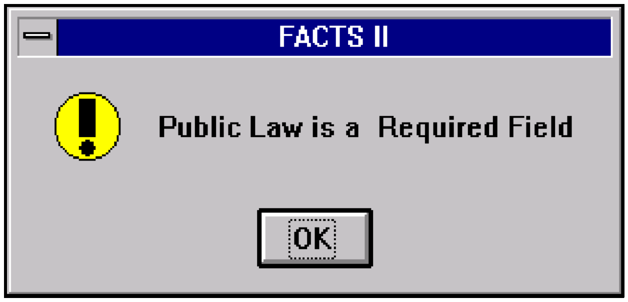

Exhibit 5-7 – Based on the SGL account selected, certain attributes ("Public Law" in this case) must be completed. Required attributes are displayed in white. It is not possible to enter data for non-required attributed, which are displayed in gray.

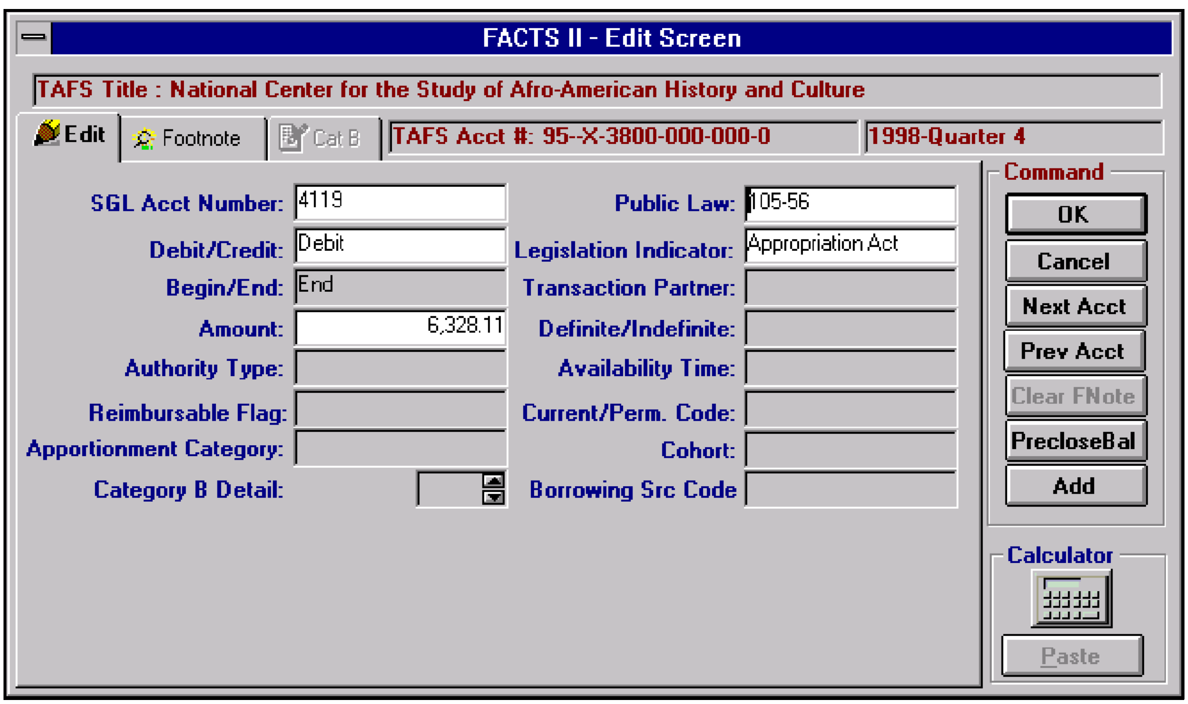

Exhibit 5-8 – Now that all required (white) fields have been completed, you may move on to the next SGL account, by clicking the "Next Acct" button.